

Please note that the English translation of the present circular is for information purposes only and is not intended to have any legal effects. In the event that a dispute should arise about the interpretation of the provisions contained herein and the provisions contained in the original Greek document, the latter shall prevail.

3.4.1 Circular regarding the Operation of the Centre for Teaching and Learning

1. Responsibilities of the Centre:

- To study matters related to teaching and provide training courses aimed at improving teaching. Such support shall be offered on a voluntary basis.
- To monitor and upkeep the technical support infrastructure for teaching used at the University.
- To provide support for producing teaching material.
- To safeguard the assessments of the Academic Staff.

2. Structure of the Centre for Teaching and Learning

The Centre shall be administered by a Director and a Deputy Director, as well as by the Council of the Centre.

2.1. Director of the Centre

The criteria for the position of Director shall be the following:

- To hold the rank of Professor or Associate Professor at the University of Cyprus
- To have experience and standing as a competent researcher and teacher in his/her field
- To be generally accepted by the academic community with respect to his/her professional presence
- To have good organisational skills

2.2. Deputy Director of the Centre

The criteria for the position of Deputy Director shall be the following:

- To hold the rank of Professor or Associate Professor at the University of Cyprus
- To have experience and standing as a competent researcher and teacher in his/her field
- To be generally accepted by the academic community with respect to his/her professional presence
- To have good organisational skills

2.3. Responsibilities of the Director and the Deputy Director

The responsibilities of the Director and the Deputy Director shall be, inter alia, to organise and provide the services set out in the responsibilities of the Centre (Paragraph 1).

2.4. Council of the Centre

The Council of the Centre shall consist of the following members:

- The Director
- The Deputy Director
- One representative from each Faculty
- The Head of the Academic Affairs and Welfare Service
- One representative of the undergraduate students
- One representative of the postgraduate students

The Council shall be chaired by the Director of the Centre and shall be responsible for:

- (a) ensuring the smooth operation of the Centre;
- (b) ensuring the proper organisation of the Centre;
- (c) achieving the objectives set out in the Operational Framework of the Centre;
- (d) preparing and submitting the Budget of the Centre.

3. Appointment and Procedure for Filling the Positions of Director, Deputy Director, and Members of the Council

The procedure for filling the above positions shall be initiated following the approval, by the Senate and the Council of the University, of the relevant proposal concerning the establishment and the operational framework of the Centre for Teaching and Learning.

The Rector shall notify the Professors and Associate Professors of the above vacancies and invite them to express their interest in these positions.

The Director, the Deputy Director, and the members of the Council of the Centre shall be appointed by the Senate, upon the recommendation of a Committee consisting of the Rector (Chairperson) and the Deans of the Faculties (Members).

The offices of the Director and the Deputy Director of the Centre shall be incompatible with the offices of the Rector, the Vice-Rectors, the Dean of a Faculty, and the Head of a Department.

4. Term of Office of the Director, the Deputy Director, and the Members of the Council of the Centre

The term of office of the Director, the Deputy Director, and the Members of the Council of the Centre shall be three years, with the possibility of renewal for one more term.

5. Benefits of the Director and the Deputy Director of the Centre

The Director and the Deputy Director of the Centre may be partially exempted from teaching duties for up to two courses per Academic Year.

6. Administrative Support

The Centre shall be initially supported administratively by one University Officer and one Secretary.

7. Budget

The budget of the Centre for its first year of operation shall be as follows:

<u>Administrative Support</u>	18,500
University Officer	11,500
Secretary	7,000
<u>IT Equipment</u>	5,000

Two (2) Computers
One (1) Colour Printer

Accommodation Needs 1,200

One (1) Large Office

Service Contracts for the
Organisation of Training
Programmes and the
Provision of Consultancy
Services 10,000

TOTAL 34,700
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The Budget of the Centre shall be submitted by the Director of the Centre to the Finance and Personnel Committee of the Senate.

The above Circular was approved at Meeting No. 98 of the Council, dated 22.1.2003, and was amended at Meeting No. 203 of the Senate, dated 7.4.2004, at Meeting No. 17/2007 of the Senate, dated 4.7.2007, and at Meeting No. 2/2025 of the Regulations Committee, dated 13.10.2025.